

**Enrolled Memorandum of the Meeting
Study Session/Meeting Convened Electronically
Twenty-Ninth Town Council of Highland
Monday, August 03, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met *electronically* in a study session on **Monday, August 03, 2020** at 6:32 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.*

**Special note:* This meeting was convened allowing members of the Town Council to participate electronically without being physically present, to be counted in the quorum and able to simultaneously listen and respond to matters taken up in the meeting, all pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09 extended by Executive Order No. 20-38 allowing meetings to be convened pursuant to IC 5-14-1.5-3.6 for the duration of the Corona Virus COVID 19 emergency.

The meeting was streamed live on the Town of Highland, Indiana Facebook Page and participation was supported by the Zoom on-line communication platform.

Silent Roll Call: Councilors Bernie Zemen (participating electronically), Mark Herak (participating electronically but on the premises), Mark J. Schocke (participating electronically) Thomas Black (participating electronically) and Roger Sheeman (participating electronically) were present as indicated. The Clerk-Treasurer, Michael W. Griffin was present (participating electronically but on the premises) to memorialize the proceedings. A quorum was attained.

Officials Present: (all participating electronically), John P. Reed, Town Attorney; Kathy DeGuilio-Fox, Redevelopment Director; and Mark Knesek, Public Works Director were present.

Additional Officials Present: Larry Kondrat, Board of Waterworks Directors; Richard Underkofler, Tree Board; and Ed Dabrowski, IT Consultant (Contract) and Board of Waterworks Directors; was present.

Guests: Theresa Badovich and Robin Carlascio of the Idea Factory; Gary Henriott, Chair of the Henriott Group; Wendy Glista, Henriott Group; Amy Eberwine, Deputy Operations; and Jarrod Limbach, Client Services Director of the Aim Medical Trust were also present.

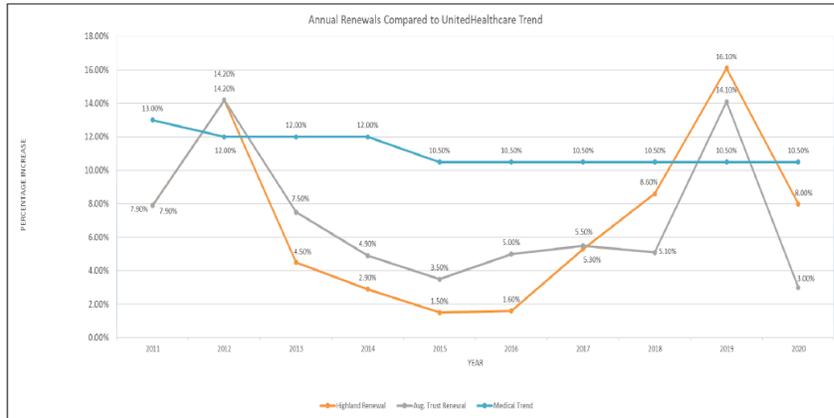
General Substance of Matters Discussed.

1. **Presentation and Orientation about the Aim Medical Trust.** Via Zoom platform, we are welcoming Aim Medical Trust representatives, **Gary Henriott**, Chairman of the Henriott Group and Trust Consultant; **Amy Eberwine**, Deputy Director of Aim Medical Trust Operations and **Jarrold Limbach**, Aim Medical Trust Client Services Director. *As discussed, it would be beneficial and instructive to have this presentation on how Highland manages its most significant group benefit. Background. The initiative to develop a medical insurance pooling program began in early 2009. These efforts culminated with four municipalities joining the Trust when it launched on January 1, 2010. Since then, another 44 additional cities and towns have joined the Trust.*

The Town Council welcomed Gary Henriott, Chair of the Henriott Group; Wendy Glista, Henriott Group; Amy Eberwine, Deputy Operations; and Jarrod Limbach, Client Services Director of the Aim Medical Trust who offered a presentation regarding the origins, purposes and performance of the Aim Medical Trust, which is the ways and means by which the town provides its group health benefit.

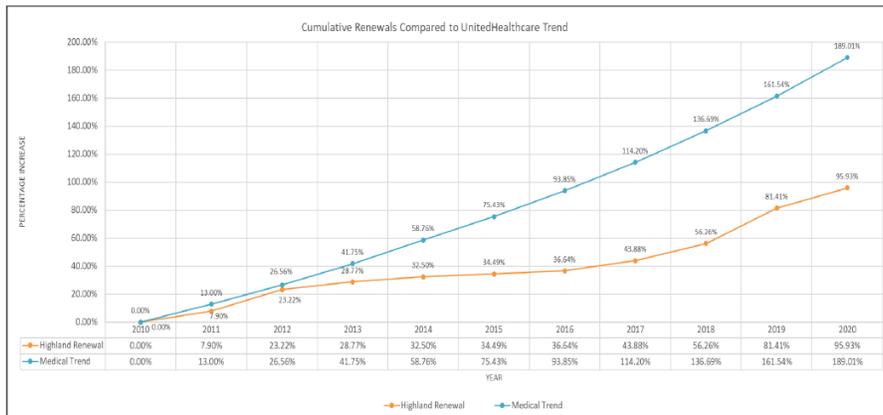
The presentation included the value to Highland as a founding member of the Trust.

Annual Renewals

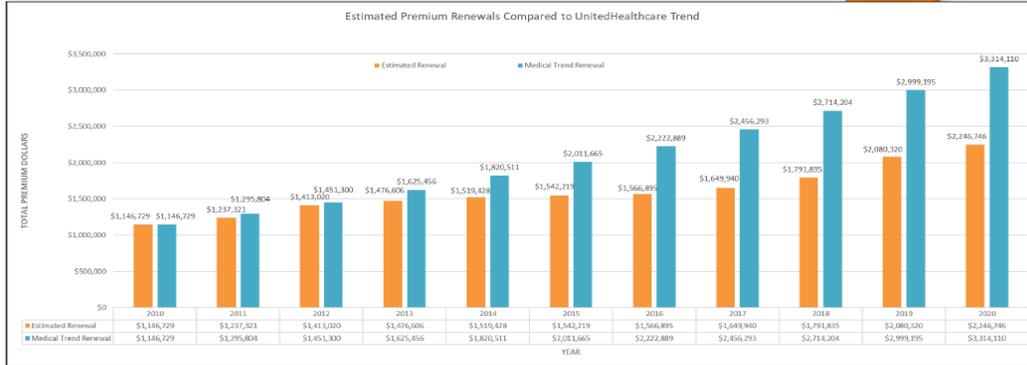


It was noted that overall, Highland has largely beaten over the 10 years the medical trend cost.

Cumulative Renewals



Actual Renewals



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2. **Discuss the disposition of the vacancy in the position of Operations Director in the Public Works Agency.** The Town Council discussed the merits of allowing for the Public Works Director to fill the position he vacated as operations director. The Town Council had an extended colloquy about the merits of allowing an appointment to be made as an acting appointment with the candidate able to enjoy the same salary set for the position, while the Town Council had an opportunity to evaluate the department for needed authorization and some possible restructuring.

The Clerk-Treasurer and Councilor Herak and any other Town Councilors could develop a written or conceptual proposal for review. This could begin following the work related to the budget for FY 2021.

It was conceded that the public works director should be allowed to make an acting appointment and the Town Council would authorize the application of the same salary for the acting position without having to wait 30 days.

3. **Miscellaneous Matters.** The Town Council also discussed the following matters:

(A) The Town Council discussed the condition of several telephone poles in town and challenges in getting the utility to move or repair them.

(B) The Town Council discussed whether the special event tentatively planned for September 26, 2020 by the Community Events Commission should be allowed to proceed. The Town Council discussed the prospects that a neighboring community may proceed with its own fall event. A consensus emerged that the fall event for September 26 should be cancelled. Councilor Sheeman as liaison to the Community Events Commission indicated that he would communicate the Town Council's sentiments regarding the event.

(C) The Town Council, Councilor Sheeman, and the Clerk-Treasurer discussed the proposal to purchase iPads, to support distance meeting and communications and the use of CARES money allocated to the Town to fully reimburse the town for the

purpose.

It was noted that the Town Clerk-Treasurer was able to show that in terms of costs and time related to preparing the copies of agendas and packets for meetings, that the costs would be recovered in 3.7 years, which is within the range of the useful life of the asset.

Councilor Sheeman expressed his reservations regarding the purchase of the iPads. He further expressed the desire to reduce the purchasing code threshold level from \$15,000 to \$5,000.

The Town Clerk-Treasurer explained the challenges in terms reduced efficiency and effectiveness such a change in policy would render if for all purchases over \$5,000 purchasing agents would require a meeting by the purchasing authority for its approval.

There being no further business necessary or desired to be discussed by the Town Council, the *electronically convened* regular study session of the Town Council of **Monday, August 03, 2020**, was adjourned by the Town Council President, at 8:12 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer